

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

AIR QUALITY PERMIT TECHNICIAN

2 positions available with Environmental Services - Air Quality Division

Work Location: 1001 N. Central, Phoenix, AZ 85004

Subject to duration of funding availability

Conditions of Employment

These are Contract positions.

Recruitment Dates

Monday, December 20, 2004 – Friday, January 14, 2005 ***Revised***

Salary

\$10.66 per hour

Qualification Guidelines

High School Diploma or G.E. D. and at least two years of technical and/or customer support experience, preferably in a private development or municipal permitting environment. Experience should include considerable contact with the public to direct them to the appropriate staff and answering questions about assigned program. Successful candidate should have experience examining permit or other types of applications for completeness and entering application data into databases or information management systems. Some experience typing and preparing general correspondence and creating spreadsheets is desirable. The ideal candidate should have intermediate to advanced level experience with Word and Excel. Preference may be given to candidates with a background in construction, engineering, or development.

Essential Job Tasks

Serve as an initial point of contact to greet the public in person or by phone, answer questions about assigned program, and direct incoming calls to the appropriate staff. Receive from walk-in customers or mail, permit applications. Examine permit application material for completeness by performing basic technical review and determining completeness of applications and plan material. Provide assistance to permit applicants, builders, property owners, planners, and other customers including explaining the permitting process and code requirements. Enter permit data into a computerized database to generate permit numbers and calculate appropriate permit fees. Perform data entry and payment transmittal to cashier. Maintain filing system for tracking and documenting all permit application status. Complete administrative tasks including operating a variety of office automated equipment, typing correspondence, conducting research, compiling data, preparing and mailing permit application packet and instruction to customers upon request. Maintain acceptable attendance level.

Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

Filing Process

Please send completed Maricopa County Application Form directly to:

**Donna Rodriguez, HR Specialist
1001 N. Central Avenue, Suite 550
Phoenix, AZ 85004
Fax: (602) 506-5141**

Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.